



Klamath Basin Audubon Society
Winter Wings Festival
2023 Vendor Application

General Information for Vendors:

Vendor Schedule

Set-Up	Friday, February 17	OIT College Union	8:00 am - 11 am
Sales	Friday, February 17	OIT College Union	11:00 am - 6:00 pm*
Sales	Saturday, February 18	OIT College Union	10:00 am - 6:00 pm*
Take Down	Sunday, February 19	OIT College Union	8:00 am – Noon

*All vendors are expected to participate during sales hours on both Friday and Saturday.

Vendors:

- Set up your space on Friday, February 17 between 8:00 and 11:00 am. Do not unload before 8:00 am.
- Provide extension cords and power strip, if you are requesting a space with electricity.
- Complete the attached application and send your check to reach us by the deadline – January 24, 2023. Remember that all spaces are available on a first come, first served basis.
- Provide brief and clear product descriptions.
- Contact the Vendor Coordinator if you would like any photos of your products or a logo on our website.

Vendor Spaces:

- Each space will include a 6' table or equivalent and up to two chairs; most spaces are approximately 7' wide, and extend approximately 5' from the wall. Display panels must be placed at a wall and cannot extend beyond table edge – to be determined by festival staff.
- Spaces are reserved and allocated as payment is received.
- All vendors are asked to use tables provided by the college. Any use of outside tables MUST be preapproved by the vendor coordinator.
- Neither OIT nor the Klamath Basin Audubon Society is liable for items left at any table at any time.

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Vendor Application

COMPLETE AND RETURN THIS FORM

NAME	
BUSINESS/ORGANIZATION	
ADDRESS	
CONTACT PHONE NUMBER	
EMAIL	
WEBSITE ADDRESS (if applicable)	

I would like to reserve the following spaces:	# of Spaces (1 or 2)	# of Tables (0, 1 or 2)
<ul style="list-style-type: none">\$70 per space (2 spaces maximum/1 table per space, due to space constraints)		
Total Enclosed		

I require electricity at my space: Yes ____ No ____

Sales Vendor Product Description:

Application deadline for vendors and display spaces is January 24, 2023.

Please make checks payable to **KBAS-Winter Wings Festival** and mail with the completed application to:

WWF Vendor Application, Klamath Basin Audubon, PO Box 354, Klamath Falls OR 97601

Confirmation emails will be sent upon receipt of application. Table numbers and further instructions will be provided at the beginning of February. Cancellations after January 31, 2023 will be charged a \$25.00 fee. If you have any questions, please email Julie Black, mikejulieb@gmail.com

We look forward to your participation at the 2023 Winter Wings Festival!